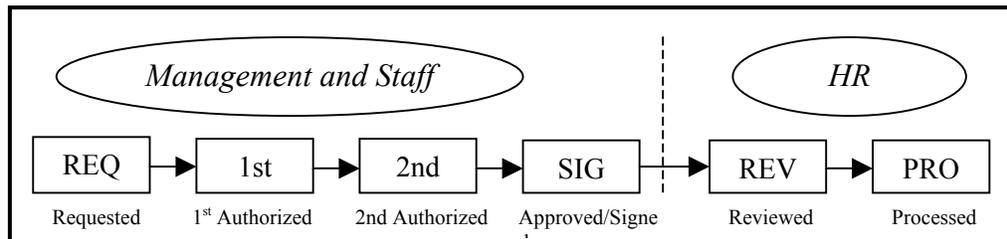


## Requesting Job Requisitions

## Chapter 5 Section 3

**Introduction** As discussed in the Recruit Processing Overview section of this chapter, actions move through EHRP via workflow, a process that is driven by users' roles in the system. While the full path of a Recruit request in workflow moves through six standard steps, several different processes are available for management and supervisor staff use as well. Samples of each variation of the six-step workflow path can be found in the Section 1 of the Recruit Processing chapter in this guide.



**Data field access** Requesters have the capability of modifying all available fields on the pages of the Recruit page group.

**Job Requisition page group** There are three pages available for creating Recruit requests (requisitions): Job Requisition 1, Job Requisition 2, and Job Requisition 3. Each of the six Recruit menu paths leads to these pages. Requesters have access to modify all fields on every page.

By following the steps in the procedure below, a Recruit action will be initiated in the system, as well as routed to the appropriate staff for processing by HR.

**Navigation Path**  
**Navigational Tips**



**Home → Develop Workforce → Recruit Workforce (USF) → Use → Request Requisition**

- When accessing a field in EHRP that requires entry, there may be a button available for use. Clicking this button will open a window with a list of possible entry options for this field.
- When accessing a date field in EHRP (e.g., **Effective Date**, etc.), the button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar, click on the date.

**Procedure** The following steps detail the procedure for initiating a Recruit Action Request in EHRP, beginning at the “REQ” level:

**1** Follow the navigational path:

Home → Develop Workforce → Recruit Workforce (USF) → Use → Request Requisition

**2** You will be prompted to add a Job Requisition #, or allow the system to autonumber it. **You MUST allow the system to create the requisition number.** It will increment the last number assigned by one. This number will be generated upon save.

You will see the following page:

**Job Requisition 1**

Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition

Job Requisition 1 | Job Requisition 2 | Job Requisition 3

Job Requisition #: 000000

\*Status:  \*Status Date:

\*Type:  Date Opened:

Reason:  Date Closed:

Area of Consideration:

\*Business Unit:

Work-in-Progress Status

\*Work-in-Progress Status:  REQUESTED

Tracking Data View All First 1 of 1 Last

Action Date: 06/03/2002 WIP Status: Requested REQ  Override Operator Emplid

Emplid / Empl Rcd#:

Comment:

**3** Required fields for the Requester to include on the **Job Requisition 1** page are **WIP status** and **Business Unit**. Select the appropriate values for these fields.

## Job Requisition 1 page – other fields

Other fields on this page include:

- **Status** field:

On Hold – The Recruit request is moving through the workflow process

Open – The Request has been processed and is available to be filled

Closed – The position has been filled

Cancelled – The Recruit request is no longer needed

- **Status Date** field: Indicates date of last change to status field

- **Type** field: Internal; External; Internal/External; Merit Promotion; Open Competition

- **Date Opened** field: Date requested

- **Reason** field: Job/Position Vacated; New Authorization; New Job/Position; Temporary Assignment

- **Business Unit** field: Agency

## Job Requisition 2 page

Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition

Job Requisition 1 Job Requisition 2 Job Requisition 3

Job Requisition #: 000000

Requisition JobCodes				View All	First	1 of 1	Last
*Job Code	Official Position Title	PP -SERIES- GR	Primary Employment Conditions				
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Employment Conditions	<input type="button" value="+"/>	<input type="button" value="-"/>		

Requisition Positions					View All	First	1 of 1	Last
Position Number	Organization Position Title	Job Code	Primary Location	PP -SERIES- GR				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>		

Comment:

## Job

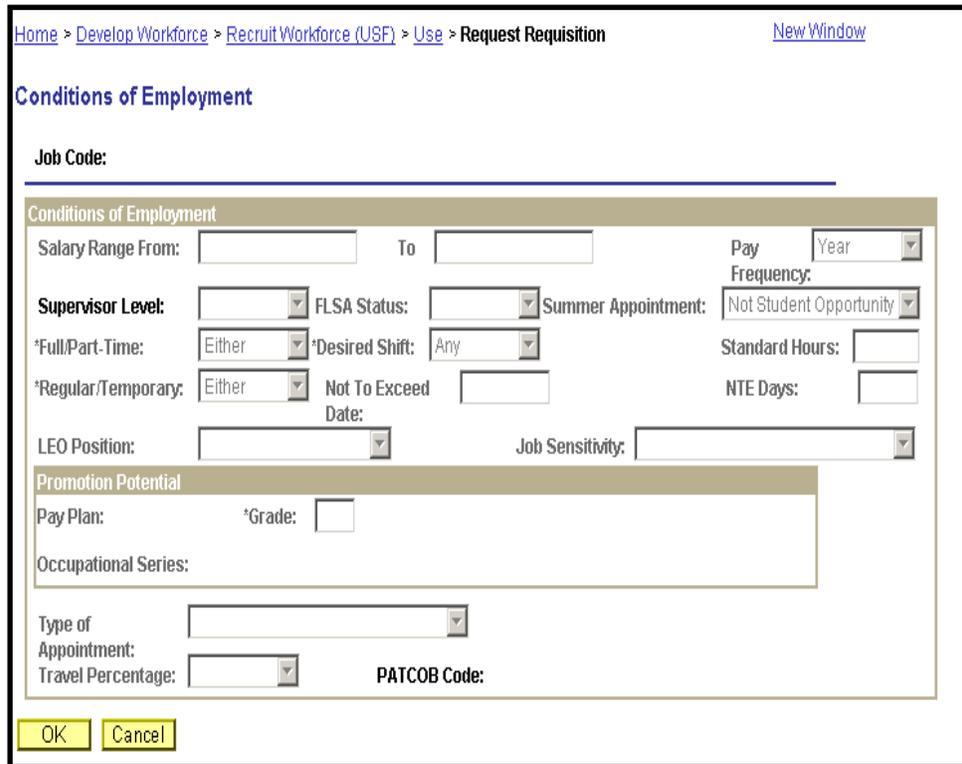
The Job Code and Position Number are required fields for HR Processors.

**Requisition 2  
page - fields**

If a Position Number is entered, the Job Code will default.

**Employment  
Conditions  
subpage**

Click the Employment Conditions pushbutton, and you will see the following subpage:



Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition [New Window](#)

### Conditions of Employment

Job Code: \_\_\_\_\_

**Conditions of Employment**

Salary Range From:  To  Pay  Year

Supervisor Level:  FLSA Status:  Summer Appointment:  Frequency:

\*Full/Part-Time:  \*Desired Shift:  Standard Hours:

\*Regular/Temporary:  Not To Exceed  NTE Days:

Date:

LEO Position:  Job Sensitivity:

**Promotion Potential**

Pay Plan:  \*Grade:

Occupational Series:

Type of Appointment:

Travel Percentage:  PATCOB Code:

This page will display any information that has been established at the Job Code level. The fields are not enterable here.

**Job  
Requisition 3  
page**

Job Requisition 3 is used to indicate the Recruiting office for a particular requisition.

4

Select the correct value for the Recruiting Office.

[Home](#) > [Develop Workforce](#) > [Recruit Workforce \(USF\)](#) > [Use](#) > [Request Requisition](#)

Job Requisition 1   Job Requisition 2   Job Requisition 3

Job Requisition #: 000000

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**Recruiting Office Information**

Recruiting Office:  

Staffing Specialist:  

Telephone:

Fax Number:

Staffing Specialist E-Mail:

Selecting Official:  

Remarks:

**Job  
Requisition 3  
page - fields**

Other fields available on the Job Requisition 3 page include:

- **Recruiting Office** – the department ID for the requisition
- **Staffing Specialist** – the HR Processor
- **Selecting Official** – the individual making the candidate selection
- **Remarks** – this field is used to capture CAN code, location code, and any additional pertinent information about the requisition

**Job  
Requisition  
Optional –  
optional page**

If your organization determines a need for its use, the Job Requisition optional page is available, to capture additional recruitment related information.

Home > Develop Workforce > Recruit Workforce (USF) > Use > Process Requisition [New Window](#)

Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3

Job Requisition #: 000000

Locations and Openings   View All   First   1 of 1   Last				
Location	Description	State	Country	*Openings
				1

Candidate Name Requests   View All   First   1 of 1   Last	
Sequence	Name

Recruiting Restrictions

Citizenship Status:

Maximum Age:  Minimum Age:

Gender:

Draft Status:

5

Click Save .

## Routing Actions

Upon saving the page group, Requester will be prompted to select the specific individual to whom the action should be routed:

Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request

**Route to Next Empl ID**

<b>Actual Effective Date:</b>	06/03/2002	<b>Proposed Effective Date:</b>	05/31/2002
<b>Transaction #/ Sequence:</b>	1 1	<b>Not To Exceed Date:</b>	
<b>Action:</b>	DTA Data Change	<b>PAR Status:</b>	REQ REQUESTED
<b>Reason:</b>	DTA Data Change	<b>Contact Emplid:</b>	

The status of this data requires you to specify the employee to whom to next route the data. Choose an Employee ID below.

**Routing Based on:** Route for 1st Review:

Route to Next:

Click the button for a list of those to whom the PAR request should be routed. **Route To**

Route To:		View All	First	1-2 of 2	Last
<input type="checkbox"/>	0020 Springs, Kyle				
<input type="checkbox"/>	0051 Kingsley, Adam				

**OK** **Cancel**

- 6 Click the **“Route To”** pushbutton. You will see a list of valid users to whom the action can be routed. The names on the list are based upon Workflow role and Row level security.

After clicking in the appropriate checkbox to select the “Route To” person, click OK.

The action has now been routed to the worklist of the user specified.

- 7 Click in the appropriate checkbox to select the “Route To” person; then, click OK.

The action has now been routed to the worklist of the user specified

**Interim  
Saving**

If the Requester is not yet ready to submit the Recruit Action to workflow, it is possible to update the PAR status field to “INI” (initiated) and save. When the user is ready to complete the Recruit Request and submit it for authorization or approval, they can access the Recruit request via the menu, and update the data accordingly.

When the user is ready to route the request forward, they can update the PAR status to REQ and save.

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